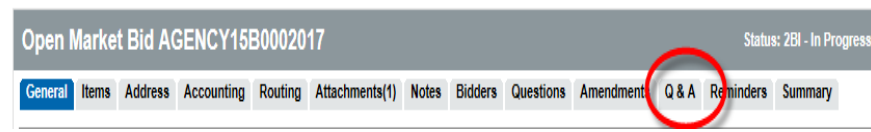


Introduction

The “How to Allow a Vendor to Submit Questions” Quick Reference Guide is designed to provide the minimum steps necessary in using the Q&A Tab to provide the ability for Vendors to submit questions regarding a Bid Solicitation.

Steps

<p>Step 1:</p> <p>a.) While creating your Bid, select the Q&A Tab.</p>	
<p>Step 2:</p> <p>The Q&A page displays.</p> <p>a.) Mark both check boxes and click Save & Continue.</p> <p>This provides the Vendor the ability to ask a question regarding a Bid and generates an email notification when a Vendor submits a question.</p>	